

CHAPTER 5—ADULT CUSTODY AND SECURITY OPERATIONS

ARTICLE 16—INMATE COUNT AND MOVEMENT

Revised August 12, 2013

[Sections 52020.1 through 52020.3 are unchanged]

52020.4 Count Criteria and Number of Counts

A physical count of all inmates shall be performed a minimum of four times each calendar day, unless otherwise authorized in writing by the Director. All inmate movement/activity shall cease when count has been initiated by Central Control. Exception: Emergency medical transports to outside facilities shall not be delayed for the purpose of the count. The staff member escorting the inmate shall confirm with control the inmate's name, CDC number, and housing.

The Strategic Offender Management System (SOMS) automated count process shall be used to:

- Submit tentative out count rosters to Central Control.
 - Submit actual positive count totals to Central Control.
 - Submit actual negative count totals to Central Control.
 - Compile, record, reconcile, clear, and document all Institution counts.
 - Print Shift Count Packages for the Central Control Sergeant's and the Watch Commander's signatures.
- Individual count totals conveyed to Central Control shall correspond with Central Control's Master Count Record.

[Section 52020.4.1 is unchanged]

52020.4.2 Method of Count

The count shall be performed by the physical observation of each inmate at his/her assigned housing unit or out counting of inmates at his/her specified work/activity location. Supervisors shall track inmates absent from their assignments. After the count is completed, it shall be entered in the Watch Commander's Daily Activity Log.

52020.4.3 Camps' Count Policy

There shall be at least four formal camp counts of all inmates in each 24-hour period.

Inmates shall be counted upon mounting and dismounting vehicles, and going to and returning from any place outside the camp or facility. Agency crew foremen shall make counts of inmates in their custody at frequent intervals, and shall count the inmates before leaving camp and upon returning to camp. Counts are required at least once during the morning, lunch time, between lunch, and the end of the work day, departure from the work area, and at other times recommended by the Camp Commander.

Emergency counts may be necessary at any time to determine if there has been an escape or to identify an escapee(s).

52020.5 Positive Count

A positive count is the actual number of inmates that each respective staff member has counted and reported to Central Control. (*Note:* A positive/physical count means to count a living, breathing person and physically see that person.)

The positive count shall be submitted to Central Control using the SOMS automated count process and is automatically populated with the date, time, and the name of the staff member who is logged into the SOMS application. The count total and name of the person who actually conducted the positive count must be entered at the time of submission.

As directed by Central Control for the purpose of verifying unit positive counts, a vacant bed count may be requested.

If Central Control receives an incorrect positive count, a vacant bed count may be requested from the counting employee.

Upon direction from Central Control to perform a vacant bed count, the officer performing the count shall start with the lowest numbered cell/bed in numerical order, writing down the numbers of each unoccupied bed. Upon completion, the officer shall utilize this list and provide the vacant bed count to Central Control via telephone. Central Control shall substantiate this information, ensure all inaccuracies are corrected, and direct the officer to submit a revised Positive Count into SOMS utilizing the IPTS085D – Re-Enter for Housing Area count screen.

52020.5.1 Standing Count

During the 1600/1700 count, inmates housed in cells shall stand upright at their cell door and shall remain standing until counted by the officer conducting the count.

- Inmates housed in dormitories equipped with double tier bunks shall remain seated on their assigned bunk until the count is completed by the officer.

- In dormitories equipped with triple tier bed/bunks, the inmate assigned to the top tier bunk shall be seated on the top bunk, and the inmates assigned to the bottom and middle tier bunks shall be seated on the fold out stools until the count is completed by the officer.

Disabled inmates shall be reasonably accommodated, dependent on their disability.

52020.5.2 Negative Count

The Negative Count is the actual accounting of all vacant (unoccupied) beds at a given time whether these beds are assigned or not.

Due to double/triple bunking of inmates, it is necessary to ensure that inmates do not interchange their assigned beds. Each institution/facility shall perform a Negative Count at least once each day.

A Negative Count is the recording of all unoccupied beds in a housing unit. These bed numbers shall be submitted via the SOMS automated process utilizing the IPTS015C – Negative Count Worksheet.

52020.5.3 Out Count

To maintain continuity of operations, some inmates may not always be counted in their assigned housing units. These inmates shall be "out counted" by their supervisors and shall remain under direct supervision until the count is cleared.

The SOMS automated count process shall be used to submit tentative out count rosters to Central Control.

When SOMS is not available or the institution's/facility's electrical power fails staff shall manually prepare tentative out count rosters and submit the rosters to Central Control.

The tentative out count roster that is submitted to Central Control shall include cell/bed number, inmate's name and CDC number, and the area where the inmate(s) will be out counted. Staff out counting inmates shall submit their tentative out count roster in SOMS using the automated out count process.

52020.5.4 Close Custody Count

SOMS identifies all inmates designated as Close A custody, and compiles them into the Close Custody Count. The Close Custody Count shall be submitted to Central Control using the SOMS automated count process. Close custody counts shall be conducted utilizing a positive picture identification card to count all inmates classified as Close A custody. When inmates present themselves, staff shall ensure that inmates resemble their picture identification card. In accordance with CCR 3017, all inmates classified as Close A Custody are responsible for reporting to the established location(s) designated by each individual institution/facility.

- Close A Custody inmates shall be counted while they are on work assignments, on recreation time, in housing units, or involved in any other activity. Close A Custody counts shall be scheduled in conformity with DOM 52020.4.1.
- The Watch Commander shall be notified and a search shall be initiated when the Close A Custody Count is not cleared 15 minutes after the count has been announced. If the unaccounted for Close A Custody inmate(s) is not located within 15 minutes of initiation of the search, an emergency recall of all inmates may be instituted by the Watch Commander.

52020.5.5 Informal Count

An informal count is a physical count and positive identification of inmates who are present at their program/work assignments. Informal counts shall be conducted by all employees supervising inmates.

These informal counts shall be completed on an hourly basis. Any discrepancies shall be reported immediately. Informal counts shall be conducted to ensure inmates are present in their assigned areas, such as housing units, work centers, minimum support facilities, and community work crews.

52020.5.6 Emergency Count

An emergency count shall be conducted to establish whether an escape has occurred, or in the event of an obvious escape (inmate seen climbing security fence, dummy in cell, etc.), to determine the exact identity of the inmate(s) involved. During an emergency count, all inmates shall be returned to their assigned cells/beds.

During business hours, emergency counts shall be approved at a level not less than the Correctional Captain, or in the absence of the Correctional Captain, the Watch Commander. During non business hours, emergency counts shall be approved by the Watch Commander or highest ranking officer on duty.

52020.5.7 Picture Count

When a positive or negative count or recount does not clear, and the identity of the out-of-place or missing inmate(s) cannot be determined, a picture identification of all inmates shall be performed. Since an accurate comparison of each

inmate against their inmate identification picture card is a prerequisite for the picture count, an up-to-date picture of all inmates shall be maintained on an inmate picture file. Inmate picture files shall be maintained in Central Control. Central Control is responsible for ensuring continued maintenance and absolute accuracy of the inmate picture files that are maintained in Central Control. The inmate picture files shall be maintained in a secured location within Central Control as described in Section 52020.6.4.

- During a picture count, a comparison of each inmate against his/her CDC identification card shall be conducted. If an inmate(s) cannot present his/her CDC identification card, the IPTR176 – Inmate by Housing Area report with “Include Inmate Photo” selected that is generated by SOMS can be used for a positive visual identification. In the event that a photo is not available in SOMS, the photo on the Central Control's inmate picture file shall be taken to the housing area and used for a positive visual identification. During a picture count, all inmates' identities and cell/bed numbers shall be compared to the IPTR176 – Inmate by Housing Area report, with “Include Inmate Photo” selected, that is generated by SOMS.

52020.5.8 Limited Visibility Count

When visibility is severely restricted (due to inclement weather conditions) a recall of all inmates shall be initiated and a limited visibility count shall be completed.

During limited visibility count, inmate workers who are on the critical workers list may be out counted. The critical workers list shall be developed by the Facility Captains and reviewed and approved by a designated Associate Warden.

Operations

The Watch Commander shall initiate limited visibility operations whenever severely reduced visibility conditions exist, which afford inmates an increased opportunity to escape. Limited visibility operations shall be initiated when the outer perimeter tower posts are unable to see one another clearly and distinctly and shall consist of:

- Initiating and clearing a limited visibility count.
- All inmate movement shall be cleared by the Watch Commander or higher and shall be under direct supervision.
- Continuing indoor programs within the facility.
- Terminating yard exercise and outdoor programs within the security perimeter.
- Posting foot patrols inside the security perimeter with designated safety equipment.
- Posting armed foot/vehicle patrols outside the security perimeter (not authorized at institutions with a lethal electrified fence unless the lethal electrified fence becomes nonoperational).
- On duty staff shall be utilized for posting inside and outside security perimeter patrols.

Institutions with a lethal electrified fence may conduct indoor programs (e.g., academic and vocational programs, industries and maintenance) within the security perimeter.

Institutions without a lethal electrified fence shall conduct programs (e.g., academic and vocational programs, industries and maintenance) in accordance with their limited visibility plans and security requirements.

In the event the lethal electrified fence becomes nonoperational during times of limited visibility, institutions are advised to revert to their operational procedures, which were utilized prior to the installation and/or activation of the lethal electrified fence.

Removal of Limited Visibility Operations

The Watch Commander shall promptly resume normal institution/facility operations when outer perimeter posts can see one another clearly and distinctly, or when a designated landmark can be seen clearly and distinctly by a designated post.

52020.6 Count Notification

The institution/facility count cannot be cleared until Central Control reconciles the Master Count Sheet.

Inmate movement may resume when the Central Control announces, via the institution/facility public address system or other available means, the institution/facility count is clear.

52020.6.1 Paper Count Slips in place of the SOMS Automated Process

The SOMS automated count process produces electronic count slips that include:

- Date and time of the count.
- Name of the person who is logged into SOMS and submitting the count.
- Count area.
- The reporting employee entered count total.
- The reporting employee entered name of the staff member who conducted the count

This automated process shall be used to submit actual positive and negative count totals to Central Control. These electronic count slips are permanently electronically attached to the completed Count Package.

When SOMS is unavailable or the institution's/facilities electrical power fails, Central Control staff shall conduct count by using a manual process. Facility staff shall prepare paper count slips, and or negative count slips, and submit slips to Central Control.

The count slips used for institution/facility positive counts shall be designed by each institution/facility Central Control to match the standardized SOMS count slip for the individual institution/facility design and be approved by the Correctional Captain. Count slips shall be prepared in blue or black ink and shall include:

- Current date.
- Time count commenced.
- Actual number of inmates counted.
- Housing unit.
- The printed name and signature of the employee who conducted each count.

The negative count slip is a recording of the total number of unoccupied cells/beds counted. In a unit/dorm utilizing double bunks, the following shall be denoted on the count slip, Upper (U) and Lower (L) or Right (R) and Left (L). When housing units utilize triple bunks, the following shall be denoted, Upper (U), Middle (M), and Lower (L). The negative count slip shall be submitted to Central Control and include the following:

- Date and time.
- Negative bed numbers and bed totals.
- Printed name and signature of the staff member conducting the negative count and the responsible Sergeant.

The positive count slips, out count slips, negative count slips, if applicable and adding machine tape shall be secured to the Master Count Sheet as one document and archived for one year unless they reflect evidence of an escape.

If a count slip reflects any kind of alterations, the Central Control shall request the submission of a new count slip.

52020.6.2 Central Control

Central Control shall monitor, reconcile and clear all official institution counts using the SOMS automated count process. They shall maintain a current, accurate record of all inmates to reflect all inmate movement. Once Central Control opens a Shift Count all area counts that are submitted to Central Control shall match the tentative count compiled by SOMS and reflected on the Shift Count.

When SOMS is not available or the institution's/facility's electrical power fails, Central Control shall manually prepare a Master Count Sheet.

- On all watches, Central Control shall log times that official counts are received on a manually prepared Master Count Sheet. They shall maintain a current, accurate record of all inmates to reflect all inmate movement. Once a tentative count (out counts included) is set up, all areas shall match with the Central Control's Master Count.

Central Control Security

Central Control shall be staffed on a 24-hour basis. To prevent unauthorized access, the outer sallyport door shall be mechanically operated from inside Central Control. Once the identity of the person(s) being admitted has been determined and the outer sallyport door is secured, the inner door can be opened manually to allow authorized staff access into Central Control.

Additional Duties/Responsibilities

Central Control duties/responsibilities may also include: monitoring fire and security personal alarm systems; operating electrically controlled doors/gates; monitoring various perimeter mechanical or electrical alarm systems; operating telephone equipment; and storage/issuance of institution/facility keys, radio communication systems, batons, riot helmets, transparent polycaptor riot shields, chemical agents, weapons, and ammunition.

Central Control, on all watches, shall ensure that all information entered into SOMS is accurate by printing a Daily Movement Recap (DMR) report (produced in SOMS) the conclusion of their watch.

Central Control/Subarmory

Emergency weapons, ammunition, and chemical agents assigned to Central Control for storage/issuance purposes must be stored in a secured location in accordance with DOM 55050. If armed tower coverage is not provided, the Central Control staff shall be armed. All weaponry shall be inventoried in accordance with DOM 55050.

Telephone Off Hook Alarm System

The main telephone Off Hook Alarm System (OHAS) is normally located in Central Control. However, institutions/facilities may designate another area to install OHAS. When OHAS is activated, responsible staff shall notify the custody complex and the appropriate supervisory staff. Responsible staff shall maintain an OHAS Log to record all enunciated alarms (when this system is not automated), indicating the following information:

- Date and time of the alarm.
- Location of the alarm.

Each Correctional Captain is responsible for ensuring that a plan exists for appropriate staff response to the area wherever OHAS alarms originate. The plan shall include first and secondary response.

Note: Prior to canceling an OHAS alarm response, a staff member shall account for the staff/inmates assigned to the affected area.

Telephone Security Check Calls

For the purpose of verifying employee alertness and accountability, each Correctional Captain is responsible for designating areas that shall be required to make telephone security check calls each half-hour, commencing at 1930 hours and terminating at 0500 hours. Security Housing Units and Administrative Segregation Units may commence check calls earlier than 1930 hours depending on program needs.

Each institution/facility shall establish a central location that shall receive security check calls and maintain a log to record employees/areas that are designated to make security check calls. The watch office or Watch Commander shall be notified when an employee/area fails to make a security check call.

52020.6.3 Running Count

Central Control, on each watch, shall maintain a running count. The running count shall be manually updated during the shift any time there is a movement in a reportable count area that affects the institution/facility count. The running count shall be verified by cross-checking with the inmate picture file, and the DMR report.

The running count shall continue to be manually maintained, and shall also be used as a manual method of tracking the affect of inmate movement on the institution count as the movement occurs, during the period when SOMS is unavailable or the institution's/facility's electrical power fails.

52020.6.4 Inmate Picture File

Central Control shall maintain an inmate picture file that contains a picture of each inmate and is systematically sorted by the inmate's assigned housing. Central Control shall maintain absolute accuracy of the inmate picture file.

Note: When an inmate requires emergency transport out of the institution/facility (i.e., ambulance) and the inmate's CDC identification card cannot be located, the inmate's picture file maintained in Central Control, or the picture in SOMS may be used to positively identify the inmate and process the inmate out of the institution. Upon completion of the emergency transfer or when the inmate is returned to the institution/facility, Central Control staff shall ensure the inmate's picture file is properly returned/replaced by Receiving and Release.

The picture file shall continue to be manually maintained, and shall also be used as a manual method of tracking the affect of inmate movement on the Facility/Housing Unit counts as the movement occurs, during the period when SOMS is unavailable or the institution's/facility's electrical power fails.

52020.6.5 Inmate Housing Assignment Changes

The SOMS automated Bed Request Batch assignment process shall be used for:

- Submittal of bed assignment requests by the Housing Unit Correctional Officer or higher classification.
- Housing Unit Correctional Lieutenant/Sergeant or higher classification review and recommendation or denial of the bed assignment requests.
- Central Control Sergeant review and approval or denial of the recommended bed assignment requests.
- Monitoring of the approved or denied bed requests and the entering of the completed bed moves by the Housing Unit Correctional Officer or higher classification.

A permanent record of Bed Request Batches is maintained in SOMS for archival purposes.

When SOMS is unavailable or the institution's/facility's electrical power fails all Inmate housing assignment changes shall be accomplished by staff completing a GA Form 154, Inmate Transfer Form, upon approval of Central Control.

Without exception, Central Control shall not accept a GA Form 154 or SOMS Bed Request Batch that has not been signed/approved by the Facility Lieutenant/Sergeant or a higher classification.

The facility Correctional Lieutenant/Sergeant shall check for accuracy of the information prior to signing the manual GA Form 154 or approving the automated SOMS Bed Request Batch.

In the event that a manual GA Form 154 has to be completed, Central Control shall retain the original GA Form 154. The remaining three copies are distributed as follows and retained until entries appear on DMR:

- The duplicate copy shall be retained by the officer assigned to the housing unit from which the inmate(s) was housed.
- The triplicate copy and inmate's picture(s), if applicable, shall be retained by the housing officer assigned to the housing unit to where the inmate(s) will be housed.
- The quadruplicate copy shall be retained by the appropriate facility/program office.

52020.6.6 Inmate Daily Movement Sheet

The DMS is a combination of existing DDPS reports on work assignments, or custody classification changes, and the SOMS generated IPTR151 – DMR report that includes all arrivals, departures, temporary releases, out-to-courts, and family visits during the previous 24-hour period.

To allow for workload impact on assignment operations, DMS shall have an "effective date" listed to reflect the actual date the action is authorized.

For example:

- The inmate DMS is issued on 12-1-97, however, some of the actions are effective on 11-28-97, or will be effective on 12-3-97.
- The date shown in the "effective date" column is the official date of that specific action.
- The inmate DMS shall be completed prior to the conclusion of the first watch. The First Watch Commander shall check the accuracy of information on the DMS, authorize it to be published with their signature, and have sufficient copies distributed to meet the needs and requirements of each institution/facility.

52020.6.7 Housing Roster Report

The SOMS report menu can be used to generate a Housing Roster Report in various formats (i.e., IPTR122 - Housing Area Roster, IPTR176 - Inmates by Housing Area).

[Sections 52020.7 through 52020.8 are unchanged]

52020.8.1 Work/Training Call

All scheduled work/training releases established by the institution/facility shall be announced to the general population. Each institution/facility shall establish specific/designated controlled routes for all inmate movement during daylight and darkness hours.

Absent Inmates

The supervising employee receiving inmates into his/her area shall attempt to locate any inmates absent from work, academic, or vocational assignments.

If the inmate is not located within one-half hour, the supervising employee shall report the absence to the Facility/Program Sergeant and Central Control.

Prior to reporting an inmate absent from the work/training assignment, staff shall ensure that the inmate is not listed on the DMR as reassigned, and/or listed on the Master Pass list to report to a scheduled appointment.

Inmate Accountability

Work/training supervisors shall notify the custodial post that governs inmate gate passes, the exact number of inmates received within their areas of responsibility, and the names of the inmates who failed to report.

Work/training supervisors and designated custodial posts that govern inmate gate passes shall attempt to locate any inmate reported absent from their assignments. If the inmate(s) is not located within 30 minutes, the inmate's absence shall be reported to Central Control and the Watch Commander shall be notified.

[Sections 52020.8.2 through 52020.8.4 are unchanged]

52020.8.5 Master Pass List

Scheduled individual inmate movement shall be arranged by submitting a request to the Inmate Assignment Lieutenant's office one day preceding the effective day by 1000 hours. A Master Pass List shall be prepared, audited, signed, and published from these requests by the Inmate Assignment Lieutenant.

[Sections 52020.8.6 through 52020.8.7 are unchanged]

52020.8.8 Lockdown Movement

All movement of inmates during a lockdown shall be coordinated by the Watch Commander. Movement shall be restricted to those inmates cleared to perform essential or emergency services. Inmate movement shall be under direct staff supervision and/or escort.

Feeding

If controlled feeding is initiated during lockdown conditions, inmates shall be released in small manageable groups and shall be under constant supervision to and from dining halls.

Medical Appointments or Care

Inmates who require medical care, or have scheduled medical appointments, shall be under direct staff supervision and/or escort.

Daily Procedures

Daily institution/facility procedures governing movement of staff and inmates during lockdown conditions shall be published and distributed to all affected areas.

52020.8.9 Controlled Movement/Close Custody Movement

Inmates, designated as close custody, shall be supervised in accordance with CCR 3377.1.

Inmate Escorts

Inmate escorts shall be conducted as security and custody classification dictate. The following are examples to be used as guidelines for escorting inmates:

- The escorting staff member should be approximately 12 to 18 inches diagonally behind the inmate or inmates.
- The inmate may be in restraints (depending on custody classification and behavior).
- The escorting staff member may hold on to the restraints of the inmate (depending on the inmate's behavior or history of behavior).
- The escorting staff member may draw his/her baton for escorting restrained inmates in a general population setting if the staff member deems it necessary.
- For mass escorts, the first escorting staff member should be positioned beside the inmates being escorted, while the second escorting staff member is positioned 12 to 18 inches diagonally behind the last inmate being escorted.

[Sections 52020.9 through 52020.10 are unchanged]